

Request to Modify a Child Support Order

The Child Support Recovery Unit (CSRU) has three processes available for modifying child support obligations. These are **Review and Adjustment**, **Administrative Modification** and **Cost-of-Living Alterations**. To ask for a modification complete the attached *Request to Modify a Child Support Order* form. For additional information about these processes, see the enclosed *Procedures for Modifying Child Support Obligations*.

- If you would like a review and adjustment, it must be **more than 24 months** since your order was entered, child support was modified, or determined not appropriate for adjustment, whichever occurred last.
- If it has been **less than 24 months**, you may qualify for an administrative modification.
- You may request a cost-of-living alteration. **Both parties must agree and sign in the cost-of-living alteration box on the last page of this document.**

Complete the request form and sign one of the request boxes on the last page of this document. *To avoid delays in processing, sign your request.*

Important Information about Modifications

- **The person asking for a change may have to pay fees for completing this process.**
- If CSRU accepts the request, CSRU sends each parent a financial statement to complete and return with proof of income. CSRU determines the support amount using Iowa's support guidelines.
- To verify financial information, CSRU may use the records of various state and federal agencies.
- Child support, dependent health insurance, and uncovered medical expenses will be addressed. The amount of current support may **go up, go down, or stay the same** as a result of the modification process. Dependent health insurance will be added to the order if it is not currently ordered and the custodial parent is receiving medical support services. If the order is modified, the parent ordered to pay support will also be ordered to pay a proportionate share of uncovered medical expenses.
- CSRU cannot assist either parent with issues such as custody and visitation rights.
- Orders entered in Iowa or other states may not be under the jurisdiction of the Iowa courts for the purpose of modification. CSRU may have to forward your request to the child support office of the state that has the authority to modify your order.
- If CSRU decides an adjustment can be done and no one challenges or asks for a court hearing, CSRU prepares the order and asks the court to approve it. Once the order is approved and filed with the court, it is final. The order has the same effect as if there had been a court hearing.
- If you ask to withdraw from the process, you may not be allowed to request another modification for two years. However, CSRU may be required to complete the process or the other party may ask CSRU to continue.

Please return the form and any required documents to your local CSRU. The child support offices are listed on the last page of the *Procedures for Modifying Child Support Obligations*. If you have any questions, please call the Specialized Customer Service Unit at 515-242-5530 (local calls) or 1-888-229-9223 (toll free within United States).

Thank you.

Person Requesting Change

CSC Case Number:		Telephone Number:	
First Name	Middle	Last	Social Security Number
Street Address		City	State Zip Code

Children for Whom Support Was Ordered

Name (First, Middle, Last)	Name (First, Middle, Last)	Name (First, Middle, Last)	Name (First, Middle, Last)
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Other Parent Subject to the Support Order

First Name	Middle	Last	Social Security Number	
Street Address		City	State	Zip Code
Name and Address of Current Employer			Employer Telephone Number	

Order You Want Changed

Court Order Number	Date Order Entered	State	County
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Other Court Orders Involving the Same Parent

Court Order Number	Date Order Entered	State	County
Court Order Number	Date Order Entered	State	County

Health Insurance

Do you carry health insurance (other than Title 19 Medicaid) on the children covered under the orders listed above?

Yes ☐ No ☐

If no, and you are the custodial parent on your case and the children are not covered at this time, do you want medical provisions added to the court order?

Yes ☐ No ☐

If yes, ask your CSRU worker for form 470-2744, NPA Medical Support Questionnaire.

Please check any of the following special circumstances that apply to your situation:

1. ☐ It has been MORE than 24 months since my order was entered, last modified or last reviewed.
2. ☐ 50% Change in my net income. * (Proof required. See next page.)
- ☐ 50% Change in the other parent's net income. * (Proof required. See next page.)

* It has been LESS than 24 months since the order was entered, last modified or last reviewed. There has been a change of **50% or more** in a parent's net income. The change in financial circumstances has lasted for at least three months and is expected to last for at least three more months.

Please explain how and why the financial circumstances have changed.

YOU MUST ATTACH PROOF of the income that was used to determine the child support obligation and the present income of the parent with the 50% change in net income. FAILURE TO DO SO MAY RESULT IN DENIAL OF YOUR REQUEST.

3. ☐ Additional Child(ren) to be Added to the Current Order: (If more than two, attach another sheet.)

Last	First	M.	Birth Date	Social Security No.
Place of Birth			Does Child Live in your Home? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has Paternity Been Established? <input type="checkbox"/> YES <input type="checkbox"/> NO
Method Used to Establish Legal Responsibility (You must attach verification) <input type="checkbox"/> Court Order <input type="checkbox"/> In Court Statement & Consent <input type="checkbox"/> Paternity Affidavit <input type="checkbox"/> Child Born During Marriage <input type="checkbox"/> Court Ordered Support Obligation				

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4. ☐ Other Circumstances:

My order set child support at zero or reserved setting a dollar-amount of support. This should be changed because:

There is an error in the child support amount and/or medical support provisions of the order that was made when it was prepared or filed. The error is:

The non-custodial parent was a minor, so child support was reduced or waived. The non-custodial parent is no longer a minor, is no longer in school or has not attended parenting classes. Please explain:

You may attach a separate sheet to provide additional information.

Sign only one of the request boxes listed below in order for CSRU to act upon your request.

**REQUEST FOR A REVIEW AND ADJUSTMENT
OR
ADMINISTRATIVE MODIFICATION**

Sign this section to request a Review and Adjustment or Administrative Modification. CSRU will determine which modification process fits your situation.

I take full responsibility for the information that I have provided on this request form.

Signature of Person Making Request

Date

Relationship to Child(ren)

REQUEST FOR A COST-OF-LIVING ALTERATION (COLA)

To request a COLA, both parents subject to the order must sign this section. **The new child support amount reflects increases in the cost of living since the order was entered or last modified.**

I request CSRU to do a cost-of-living alteration of my child support amount and agree to accept all service of papers for the alteration process by first class mail.

I take full responsibility for the information that I have provided on this request form.

Signature of custodial parent

Signature of noncustodial parent

Date

Date